

Procurement Works

A Newsletter from the Maryland Department of Health Office of
Procurement and Support Services

November 2017

Director's Corner



Why do the templates change?

This is a question that is a commonplace criticism of the procurement process. The answer is that procurement should be constantly improving.

The rules keep changing, so the forms used to conduct solicitations are in a near constant state of review and revision. Delegated authority for Small Procurement, for example, just increased from \$25,000 to \$50,000 due to a change in statute, which calls for form changes. In October the Governor announced a new mandatory clause to be included in future solicitations.

DoIT recently adopted a new RFP template, and DBM is preparing to release another revised RFP template that can be used for all procurements. That form should streamline everyone's work because it is being configured to populate multiple fields after a single input of basic information.

We recommend that you double check to ensure you are using the most recent version of the forms need by selecting a new template each time you initiate a new solicitation. You will find the most current form online at:

https://health.maryland.gov/pages/sf_dcpf.aspx

LARGE PROCUREMENT TRAINING

Large procurement training was held by the Office of Procurement and Support Services on October 23, 2017. More than 70 Department of Health employees from around the state participated in this training, the first in a series of planned trainings to be held by OPASS. Special thanks to our principal presenter, Joel Leberknight and also to Vern Shird, who facilitated such trainings over past years.



Direct Solicitations

There are many rules set forth in COMAR Title 21 and the State Finance and Procurement Article of the Annotated Code, which exist for good reasons. State contract opportunities should be competitive, public and transparent. We accomplish that by posting solicitations and awards on eMaryland Market Place (eMM). The State seeks as much competition as possible because that is how we secure the highest quality goods and services for the lowest possible price available. It is vital for programs to not rely only on eMM, but to take an extra step to research what vendors may have prospective interest in a State procurement —reaching out to as many of them as possible, especially small and minority owned businesses. In most cases, this results in good competition and a successful procurement.

Small Procurements

The most important recent news in Maryland State procurement is the doubling of delegated authority to conduct Small Procurements, from \$25,000 to \$50,000, effective October 1, 2017. This statutory change will dramatically expedite a lot of procurements because purchases of up to \$50,000 may now be posted to eMM for only 3 days. Acquisitions should not be subdivided to fall under the threshold.

Audit Findings

The Office of Legislative Audits recently cited issues in audit findings for the Office of Procurement and Support Services. Of the recommendations within the findings include: (1) Reduced reliance on Inter-Agency Agreements (IAs), and (2) Post awards to eMM. When testing our work, the Office of Legislative Audits found inadequate supervision of IAs as well as excessive costs and uncertain deliverables. Competitive procurements should be considered before resorting to an IA. When in doubt, procurements should be posted to eMM.

UPCOMING EVENTS

11/13/17 Small Procurement Training
11/15/17 BPW Meeting
11/16/17 SPAG Meeting
12/11/17 MBE Training

UPCOMING HOLIDAYS

11/11/17 Veterans Day
11/23/17 Thanksgiving Day
11/24/17 American Indian Heritage Day
12/25/17 Christmas Day



In this season of thankfulness, we would like to thank all the procurement personnel at MDH for your ongoing dedication to the procurement process for the State of Maryland. Thank you for all your hard work.

Happy Thanksgiving!